

ONGOING ADDITIONAL REQUIREMENTS

Purpose: This category describes special payments that are available to aged, blind or disabled clients who are receiving cash assistance but have other needs not covered by their monthly cash benefit. This category defines persons who qualify and the needs that qualify for ongoing additional requirement benefits.

Effective February 1, 2001

WAC 388-473-0010 General provisions for ongoing additional requirements.

For the purposes of this chapter, “we” and “us” refers to the department of social and health services. “You” refers to the applicant or recipient. An “ongoing additional requirement” is a continuing need that you have for which you require additional financial benefits in order to continue living independently.

- (1) We may authorize ongoing additional requirement benefits if you are:
 - (a) Eligible for temporary assistance for needy families (TANF), Tribal TANF, state family assistance (SFA), refugee or general assistance cash, or SSI payments; and
 - (b) Aged: You are age sixty-five or older;
 - (c) Blind: You have central visual acuity of 20/200 or less in the better eye with the use of a correcting lens or limited fields of vision so the widest diameter of the visual field subtends an angle of no greater than twenty degrees; or
 - (d) Disabled: You are unable to engage in any substantial gainful activity due to a medically determinable physical or mental impairment that:
 - (i) Can be expected to result in death; or
 - (ii) Has lasted or can be expected to last for a continuous period of not less than twelve months.
- (2) You may apply for ongoing additional requirement benefits by asking for it from staff that maintain your cash or medical assistance.

- (3) We authorize ongoing additional requirement benefits only when we determine the item is essential to you. In deciding if you are eligible for ongoing additional requirement benefits, we consider and verify:
 - (a) The circumstances that created the need; and
 - (b) Your health, safety and ability to continue to live independently.
- (4) When we determine ongoing additional requirement benefits are needed, we:
 - (a) Increase your cash assistance benefit to provide the additional benefits by monthly payment;
 - (b) Periodically review whether you continue to need the additional benefits. We conduct this review at least:
 - (i) Twice a year for TANF and refugee cash assistance recipients;
 - (ii) Yearly for general assistance or SSI recipients when we decide the need is not likely to change; or
 - (iii) More frequently if we expect your circumstances to change.
- (5) Monthly payment standards for ongoing additional requirements are described under 388-478-0050.

CLARIFYING INFORMATION

1. Social Service staff determine the need, payment amount and the length of approval time for OAR.
2. SFA recipients are eligible for OAR.

Special needs allowed under the OAR program and the WAC rules that govern them are:

WAC 388-473-0020 Restaurant meals as on ongoing additional requirement.

We authorize benefits for restaurant meals when we decide you are:

- (1) Physically or mentally unable to prepare meals;
- (2) A roomer and meals are not provided or your housing arrangement does not provide for or allow cooking; or
- (3) Homeless.

WAC 388-473-0030 Home-delivered meals as an ongoing additional requirement.

We authorize benefits for home-delivered meals, such as meals on wheels, when we decide the following conditions are all true:

- (1) You cannot prepare all of your meals, and home-delivered meals are available;
- (2) You require help in preparing meals and getting home-delivered meals would ensure your nutrition or health;
- (3) Help in preparing meals is not available without cost to you; and
- (4) Board (or board and room) is not available to you or would cost you more than home-delivered meals.

WAC 388-473-0040 Food for service animals as an ongoing additional requirement.

- (1) A “service animal” is one that has been trained at a recognized school or training facility to provide you with assistance that is necessary for your health and safety, and that supports your ability to continue to live independently.
- (2) We authorize benefits for food for a service animal if we decide the animal assists you in your daily living as described in WAC 388-473-0040(1).

WAC 388-473-0050 Telephone services as an ongoing additional requirement.

We authorize benefits for telephone services when we decide:

- (1) Without a telephone, your life would be endangered, you could not live independently, or you would require a more expensive type of personal care; and
- (2) You have applied for the Washington telephone assistance program (WTAP) through your local telephone company.

WAC 388-473-0060 Laundry as an ongoing additional requirement.

We authorize benefits for laundry when we decide:

- (1) You are not physically able to do your own laundry; or
- (2) You do not have laundry facilities that are accessible to you due to your physical limitations.

CLARIFYING INFORMATION

1. OAR maximum amounts are:
 - a. Restaurant meals: \$187.09 per month (or \$6.04 per day with the payment rounded down to the nearest amount);
 - b. Home delivered meals: The amount charged by the agency providing the meals;
 - c. Service animal food: \$33.66 per month;
 - d. Telephone: the local telephone flat rate for the area, or the Washington Telephone Assistance Program (WTAP) rate, whichever is less; and
 - e. Laundry: \$11.13 per month.
2. Needs not specified under OAR may still be requested under the exception to rule provision. See **EXCEPTION TO RULE**.

WORKER RESPONSIBILITIES

1. Refer requests for ongoing additional requirements to Social Services using the ACES Letter R01G. Set an alert for a ten day response.
2. For the procedure on denials and approvals, see ACES procedures which follow.
3. If the amount authorized by social services is over the standard allowed, contact the social worker to see if an exception to rule has been approved for the higher amount.
4. If the client is also receiving Food Assistance, the OAR amount is treated as unearned income and budgeted against food assistance benefits (with the exception of service animal food benefits) according to the budgeting method in effect for that assistance unit. Allow 10 days advance notice. See **INCOME - Budgeting**

ACES PROCEDURES**DENIAL**

When an OAR request is denied, send the client ACES Letter D01C. Add text informing the client what service or need is denied, and the reason for the denial. Document in the Narrative (NARR) the name of the letter sent and the reasons for denial. Place the Social Service denial form in the case file.

APPROVAL

1. From the (AMEN), select [R] and enter the client's ID number. For additional requirements approved for the current calendar month, enter the benefit month and year in (Benefit Month) field. For the ongoing month, leave the (Benefit Month) field blank.
2. Go to the appropriate Assistance Unit, cash or S01 medical, (AREQ) screen.
 - a. Enter additional requirement type in the (Type) field. Press <F1> for appropriate valid values.
 - b. Enter number of persons for whom additional requirements is approved in

the (Persons Auth) field.

- c. The authorized expense amount standards are programmed into ACES. ACES will not accept an amount in (Exp Amt) field for the following items:
 - (1) Service animal food;
 - (2) Laundry; and
 - (3) Restaurant meals.
 - d. For needs issued under exception to rule, use need type valid value [EP] for recurring, or [NR] for non-recurring and enter the amount. Document the situation behind the AREQ screen. <F9> for Remarks.
 - e. For home delivered meals or telephone, enter the authorized expense amount from the DSHS 14-084(X) or R01G.
 - f. Enter the end date or review date indicated on the DSHS 14-084(X) or R01G in the (End Date) field.
3. Confirm eligibility results.
- a. If the benefit is being authorized for an SSI recipient, the amount appears on the (MAFI) screen of the S01 medical coverage group. The benefit is issued in the overnight batch. No BEG is initiated by ACES.
 - b. If the benefit is being issued on a cash assistance unit for the current month, ACES displays an underpayment on the (CAFI) screen. Enter [CH] in the (UP Reas) field. Confirm the benefits. Confirm the BEG status. See **BENEFIT ISSUANCES** for instructions.
 - c. Suppress the notice and send letter A09C, Notice of Supplemental Payment. Add text informing the client of the need or service approved, the amount, and the time period of approval.
 - d. For authorizing payment to a vendor, see: **EMERGENCY CASH ASSISTANCE AR-EN - ACES procedures.**

4. Check the (FSFI) screen for the recalculation of food assistance benefits.
5. ACES generates Alert #301 45 days prior to the OAR end date. Refer to social services for review with letter R01G. Create alert #450 the 18th of the review month. If the approval has not been received by the 18th, send letter T01G 10 day advance notice of termination.